

# Hand Safety Week Instructions for Supervisors

9/16/09

Greetings Supervisors,

You will be receiving a Hand Safety Week Bag in order to effectively lead your workgroup during Hand Safety Week – the week of Sept 21.

Here are your instructions for the week of Sept 21, or during next shift rotation after Sept. 21.

1. Monday through Thursday (or next rotation) - At the start of shift, or beginning of the day, plan a crew or workgroup safety meeting.
2. During your safety meeting, [Access the Safety Topic of the Day on the IIFLT Website](#) . There is an audio component to the Safety Topic of the Day, have your speakers on and turned up.
3. On Monday, distribute the Hand Safety Activity, Hand Safety Checklist, stickers, and glove clamps (enclosed in bag).
4. Throughout the week, ask your direct reports if they have any Hand Safety Activity Results to share.
5. Ask your work group about their greatest hand risk and what they are doing to prevent a hand injury.

If you or your team has any comments regarding Hand Safety Week, please direct them to the IIF Leadership Team email - [RRIIFLT](#) (subject: Hand Safety Week).

Thank you for your participation and care,

- *The Hand Safety Week Team*